

Wedding Sound and Lighting Coordination

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Event: Wedding of [Bride's Name] and [Groom's Name]

Dear [Vendor Name],

I hope this message finds you well. As we approach the wedding of [Bride's Name] and [Groom's Name] on [Wedding Date], I wanted to confirm the sound and lighting coordination details for the event.

Event Details:

- Date: [Wedding Date]
- Venue: [Venue Name, Address]
- Start Time: [Ceremony Start Time]
- End Time: [Reception End Time]

Sound Requirements:

- Microphones: [Number and Type]
- Speakers: [Details on Setup]
- Playlist: [Specify if needed]

Lighting Requirements:

- Types: [Specify Types of Lighting]
- Setup: [Details on Placement]
- Special Effects: [Details if any]

Please let me know if you have any questions or need further clarification on any of the details mentioned above. We are looking forward to a beautiful wedding celebration and appreciate your professionalism in making this happen.

Thank you!

Sincerely,
[Your Name]
[Your Contact Information]